

Consortium of Chugiak-Eagle River Community Councils

“Dedicated to overseeing the creation of a separate chapter of land use regulations for Chugiak-Eagle River in Anchorage Municipal Code Title 21”

TO: Federation of Community Councils

THRU: Bobbi Wells
Consortium President

FROM: Linda R. Kovac
Acting Consortium Secretary-Treasurer

SUBJECT: Consortium - Approved Minutes for October 4, 2006 Meeting

CALL TO ORDER

President Bobbi Wells called the meeting to order at 6:39 pm in the MOA Conference Room located at 11901 Business Blvd., Eagle River.

Roll Call

Board: Bobbi Wells – Consortium President, Birchwood Community Council
Judith Fetherolf – Consortium Vice President, Eagle River Community Council
Linda Kovac – Consortium Secretary-Treasurer, Chugiak Community Council
Andy Brewer – Alternate, South Fork Community Council
Don Jourdian – Primary, Eklutna Valley Community Council
Bill Starr – Primary, Eagle River Valley Community Council

Associates: Jim Arnesen – Eklutna, Inc.
Paula Caywood – Chugiak Community Council
Kevin Finnigan – Birchwood Community Council
Bonita Howard – Eklutna Valley Community Council
Gail McCain – Birchwood & Chugiak Community Councils
Randy McCain – Birchwood & Chugiak Community Councils
Dixie Waddell – Chugiak Community Council

Guests: Terry Dittman – Dittman Research Corp.
Sebastian Olin – Student, Eagle River Valley Community Council
Kate Tracey – Alaska Star

APPROVAL OF MINUTES

A motion was made and seconded to accept the minutes from the September 6, 2006 meeting. Motion passed without objection.

Consortium minutes and other documents are posted on the Federation of Community Councils website: <http://www.communitycouncils.org> - Display any of the Chugiak-Eagle River community council sites and click on the link called “Consortium of C-ER Community Councils”.

REPORTS

Chugiak-Eagle River Comprehensive Plan Update – The President reported:

The implementation schedule in the *Chugiak-Eagle River Comprehensive Plan Update – Public Hearing Draft (April 2006)* calls for revising AMC Title 21 to include a separate chapter for Chugiak-Eagle River. Review the public hearing draft of the C-ER Comp Plan Update at www.muni.org/planning/ChugiakERCompPlanUpdate.cfm.

The Planning and Zoning Commission (PZC) took action on the public hearing draft on September 18th which was to basically agree with MOA Planning's recommendations on some 65 outstanding issues. PZC recommended that the following issues be dealt with in the separate C-ER Title 21 chapter or in the Title 21 Rewrite:

- Issue # 05: Steep Slope Protection (C-ER T21 Chapter);
- Issue # 11: Maximum Height for Downtown Commercial Structures (CBD overlay district plan or C-ER T21 Chapter);
- Issue # 14: Removal of Snow and Ice from Sidewalks (C-ER T21 Chapter);
- Issue # 21: Responsibility for Over-Sizing Drainage Facilities (C-ER T21 Chapter);
- Issue # 22: Responsibility for Required Improvements (T21 Rewrite);
- Issue # 29: Amending the Land Use Plan Map (C-ER T21 Chapter).

PZC will send their recommendations along to the Assembly. The last chance to testify on the C-ER Comp Plan Update will be in front of the Assembly; however, no Assembly hearing date has been set yet.

MOA Title 21 Rewrite Project – The President reported:

The MOA Title 21 Rewrite Public Hearing Draft was released to the public on Sept. 28th for:

- Chapter 01: General Provisions;
- Chapter 02: Boards, Commissions, and Municipal Administration;
- Chapter 08: Subdivision Standards;
- Chapter 13: Enforcement.

The public meeting and hearing schedule for these four chapters includes:

- Platting Board Work Session, Wednesday, October 4, 5:30 p.m., Assembly Chambers, Z. J. Loussac Library, 3600 Denali Street;
- Platting Board Public Hearing, Wednesday, October 18, 6:30 p.m., Assembly Chambers, Z. J. Loussac Library, 3600 Denali Street;
- Public Information Meeting, Wednesday, October 25, 6:30-8:30 p.m., Birch Room, BP Energy Center, 900 East Benson Boulevard;
- Planning & Zoning Commission Public Hearing, Monday, November 13, 6:30 p.m., Z. J. Loussac Library, Assembly Chambers, 3600 Denali Street;
- Assembly Public Hearing, December 2006 (date to be determined).

Copies of the four chapters were distributed. Additional hard copies may be picked up at the MOA Planning desk at 4700 South Bragaw Street, Anchorage. They are also available on-line at www.muni.org/planning/prj_Title21_PublicHearingDraft.cfm.

The remaining chapters (3, 4, 5, 6, 7, 12, and 14) are in still in development and awaiting the outcome of an MOA economic impact analysis. The expected release date for these remaining chapters is February/March 2007. Copies of the revised project timeline were distributed. Go to www.muni.org/iceimages/planning/Title21_AttachA_ProjectSchedule_9_06_update.pdf for an on-line version of MOA's schedule.

Treasury Report – The Secretary-Treasurer reported that a request for advance funding from the \$150,000 state grant was sent to the State from the FCC/Consortium for the Consortium’s immediate, anticipated needs. Anticipated needs include paying the FCC \$1,500 for grant administration in accordance with the FCC/Consortium Memorandum of Understanding and paying for the community telephone survey. The request for advance funding was approved by the State and a check will be sent to the FCC in the near future.

PRESENTATIONS

Dittman Research Corp.

Terry Dittman/Dittman Research Corp. (243-3345, dittman@alaska.net) gave an overview of the telephone survey process; explained the difference between demographic, open-ended, and closed-ended survey questions; and answered members’ questions about the survey process. The survey process would include the following steps:

- The Consortium would compile a list of topics so Dittman Research could turn the topics into un-biased survey questions. The survey questions would comprise approximately:
 - ✓ 30 close-ended questions - Simple answers: yes/no or very good/good/bad/very bad;
 - ✓ 2-4 open-ended questions - For example: “How do you like living in Chugiak-Eagle River?” Dittman Research interviewers would write down what the respondent says which would be presented verbatim in the final report;
 - ✓ 5 free standard demographic questions - For example: “How long have you lived here?” “What are the nearest cross streets to you?” The answer to the latter question would identify from which part of C-ER the data is coming.
- The survey questions would first be presented to the Consortium for approval.
- The survey’s introduction would educate people about what the Consortium is doing.
- The survey questions would be tested by about 20 random calls by Dittman Research’s interviewers over a few days to determine if the questions need to be modified. Questions might need to be rewritten to be clearer or to obtain more data.
- At this point, it is unknown who among Dittman Research’s 50 interviewers would do the surveys.
- Since the cost of the survey would be based on the number of questions, sample size, and how long it would take to answer the questions, this is the point at which the Consortium would have a firm cost for the survey.
- After the questions are tested and finalized, Dittman Research would call an additional 400 people at “random”. Random means that calling would be randomly selecting phone numbers within certain areas/neighborhoods based on population (per demographic data from Sue Fison’s 2004 reports or from the MOA’s “My Neighborhood” on www.muni.org). For example, there would be more calls placed to Eagle River Valley than to Eklutna Valley.
- It is anticipated that the survey would take place after the November general election.
- It is anticipated that there would be few hang-ups as our survey would likely be considered important to the respondent.
- Hang-ups are not counted toward the 400 calls.
- A survey respondent would be required to be at least 18 years old.
- No data would be thrown out. That is, survey results from a resident who has lived in C-ER for one year would be just as valid as those results from a resident who has lived in C-ER for 20 years.
- It is anticipated that calls would begin after 6pm to allow time for commuters to get home.
- Depending on the final questions, the survey might take around 15 minutes.
- Dittman Research would use SPSS statistical software to compute/analyze results.
- In four to six weeks, Dittman Research would present a final report to the Consortium. It would be up to the Consortium to publicize the results.
- The sample size described above would be large enough that the survey results would be statistically verifiable.

Dittman recommended that:

- As soon as possible, the Consortium should compile a list of topics with varied opinions so that Dittman Research can get a feel for the controversies that exist in C-ER;
- The committee charged with compiling the topics should be small and empowered;
- The survey questions should not be pre-publicized in the paper or at the library as this could reduce objectivity, introduce bias, decrease randomness, and/or decrease the statistical defensibility of the survey;
- The survey questions should be focused on the Consortium's goals so as to glean as much usable data from the community as possible;
- The survey questions should be controversial so as not to waste time and money asking questions for which answers are already known;
- The last survey question could be: "If you were speaking to the people developing Chugiak-Eagle River's land use regulations, what would you want to say to them?"

Dittman stated that, in her opinion, the Consortium members are dedicated and engaged.

NEW BUSINESS

Community Survey

- Selection of Research Company – The President reported: Since it was stated at the September 6th Consortium meeting that getting the survey going was a priority, the Community Survey Committee (Caywood, Fetherolf, Kovac, and Wells) took action prior to this meeting. After reviewing the estimates and conducting personal interviews of likely research companies, the committee recommended Dittman Research Corp. to board members on September 11th via email and asked for their approval. The committee received approval via email on September 15th.

Brewer requested that the board vote in person on the approval. A motion was made and seconded to select Dittman Research Corp. to perform the survey. Motion passed without objection.

- Topics for Survey Questions
The membership discussed what type of survey outcome is desired by the Consortium. Starr recommended that the survey should not simply provide endorsement of the C-ER Comprehensive Plan Update or confirmation of known demographic data. Starr suggested refining the questions to provide results that would give direction for developing land use regulations for specific Title 21 issues. Starr also cautioned that the final selection of questions should be such that a bias for a particular Consortium view-point or direction could not be construed by the public.

A motion was made by Kovac and seconded to form a Survey Question Committee to include: Brewer (South Fork); Caywood (Chugiak); Fetherolf (Eagle River); and Randy McCain (Birchwood/Chugiak); with the purpose of compiling a list of prioritized topics for Dittman Research. Motion passed without objection.

A motion was made by Kovac and seconded to include as a goal for the Survey Question Committee to compile controversial Title 21 topics. There was an objection from Fetherolf and Kovac withdrew her motion.

The membership inspected sample questions and topics previously prepared by Wells, Brewer, and Kovac. The membership was requested to prioritize the sample topics and email them to Paula Caywood (694-8758, cmmgen@mtaonline.net) within a week. The membership was further advised to add their own topics, if not already described, and to supply personal comments on the sample topics. The Survey Question Committee will rank results and send the resulting prioritized list to Dittman Research.

Project Scope and Schedule

Kovac presented a proposed Request for Quotation (RFQ) for a Land Use Planner's scope of work. It included a background and overview of the project and specified the project's process, phasing, scope, deliverables, milestones, functions, schedule, table of compensation, and appendices. It proposed that the project schedule be based on reviewing the MOA Title 21 Rewrite Public Hearing Draft, systematically going through it, covering all aspects of land use regulation (chapters, sections, topics) while specifying special regulations for C-ER. It included a suggested outline for the final submittal document. It also proposed that the Consortium not start drafting regulations until the remaining MOA Title 21 Rewrite Public Hearing Draft chapters have been released by MOA Planning in February/March 2007.

Starr objected to modeling the Consortium's final product after the Title 21 Rewrite's structure.

Brewer and Starr recommended that a land use planner could start sooner to provide continuing advice to the Consortium.

Members were requested to review the proposed RFQ and to provide comments and/or alternatives. In the meantime, it was agreed not to distribute the proposed RFQ electronically as it might give the public the wrong idea that the RFQ had been approved by the board. Contact the Secretary-Treasurer if you did not receive a hard copy but would like a copy to review.

OLD BUSINESS

Input from UAA Institute of Social and Economic Research

The President reported that Lexi Hill/UAA had not been contacted by the Consortium to discuss the Consortium's plans for a community survey in order to get input and advice. The President stated that getting such input at this stage would be too late and informed the membership that the Consortium would not seek to meet with Hill.

Consortium Bylaws

Kovac reported that, upon reviewing the Consortium Bylaws, members from the Birchwood, Chugiak, and Eagle River Valley community councils all requested that a seventh board member be added to the Consortium board.

A motion was made and seconded to amend the bylaws to add a seventh, at-large, board member. Motion passed without objection.

A motion was made and seconded to amend the bylaws to accept nominations from any Consortium member for any eligible person to be a candidate for the at-large board member position and to require that board members vote on the candidates. Motion passed without objection.

A motion was made and seconded to amend the bylaws to add a requirement that the at-large board member must be a Chugiak-Eagle River resident or business owner and must represent the community at-large. Motion passed without objection.

The Secretary-Treasurer was asked to amend the bylaws.

Consortium Board Members

If a community council’s primary or alternate delegate to the Consortium is identified as “acting” in the list below then the council is asked to confirm the delegate’s status to the Consortium. To-date, the Consortium Board includes the following primary and alternate delegates:

Seat	Community Council	Status of Confirmation by Community Council	Term Expires	Delegate Name	Delegate Type	Phone	Email
1	Birchwood	confirmed 09/27/06	10/03/07	Bobbi Wells, Consortium President	Primary	688-4321	barb@mtaonline.net
		confirmed 09/27/06	10/03/07	Kevin Finnigan	Alternate	688-3758	kfinnigan@gci.net
2	Chugiak	acting	10/03/07	Linda Kovac, Consortium Secretary-Treasurer	Primary	688-5356 phone 688-5456 fax	lkovac@chugiakcouncil.org
		acting	10/03/07	Paula Caywood	Alternate	694-8758	cmmgen@mtaonline.net
3	Eagle River	confirmed 07/01/06	10/03/07	Judith Fetherolf, Consortium Vice President	Primary	694-3318	judithmcarthur@yahoo.com
		confirmed 09/14/06	10/03/07	Mike Foster	Alternate	694-2276	mlf@mlfaalaska.com
4	Eagle River Valley	acting	10/03/07	Bill Starr	Primary	694-5060	bill@starrak.com
				Vacant	Alternate		
5	Eklutna Valley	acting	10/03/07	Don Jourdian	Primary	688-7767	bhoward@mta-telco.com
		acting	10/03/07	Bonita Howard	Alternate	688-7767	bhoward@mta-telco.com
6	South Fork	confirmed 07/27/06	10/03/07	Bob Gill	Primary	694-2913	SPullen@mtaonline.net
		confirmed 07/27/06	10/03/07	Andy Brewer	Alternate	753-2757	andrew.w.brewer@poa02.usace.army.mil
7	At-Large			Vacant	Primary		

\$150,000 State Grant

- **Memorandum of Understanding between Consortium & FCC**
The Memorandum of Understanding (MOU) between the Consortium and the FCC specifying the administration of the \$150,000 state grant was signed by the Consortium President and the FCC Chair, Justina Meyer, on September 13th.
- **\$150,000 State Grant Agreement**
The State grant agreement was signed by the FCC Chair, Justina Meyer, on September 13th and the signed agreement was sent back to the State.

OPEN FORUM

Possible Request from Assembly – Starr suggested that the Consortium might be called upon in April by the Assembly to re-defend Chugiak-Eagle River's need for a separate chapter in AMC Title 21.

Planning and Zoning Commissioners – Starr reported that Jim Palmer, Eagle River resident and past president of the Chugiak-Eagle River Chamber of Commerce, has been appointed to the Planning and Zoning Commission (PZC). If other C-ER residents are interested in volunteering, there might be another vacancy on PZC.

Special CBERRRSA Road Board Meeting – The President announced that the Road Board is scheduled to meet Wednesday, October 18, 6:30 pm in the MOA Conference Room (above Garcia's) to review and make comments on the Chugiak-Eagle River Long-Range Transportation Plan Update.

AWWU Meeting – The President announced that the Anchorage Water and Wastewater Utility (AWWU) is scheduled to meet Tuesday, October 24, 6:30 pm in the MOA Conference Room (above Garcia's) to give a status update on the AWWU Sewer Master Plan.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:42 pm.

NEXT MONTH

The next meeting will be Wednesday, November 1, 2006, 6:30 pm in the MOA Conference Room located at 11901 Business Blvd., Eagle River. Items of discussion will include community survey topics, project scope and schedule, and election of the at-large board member.

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